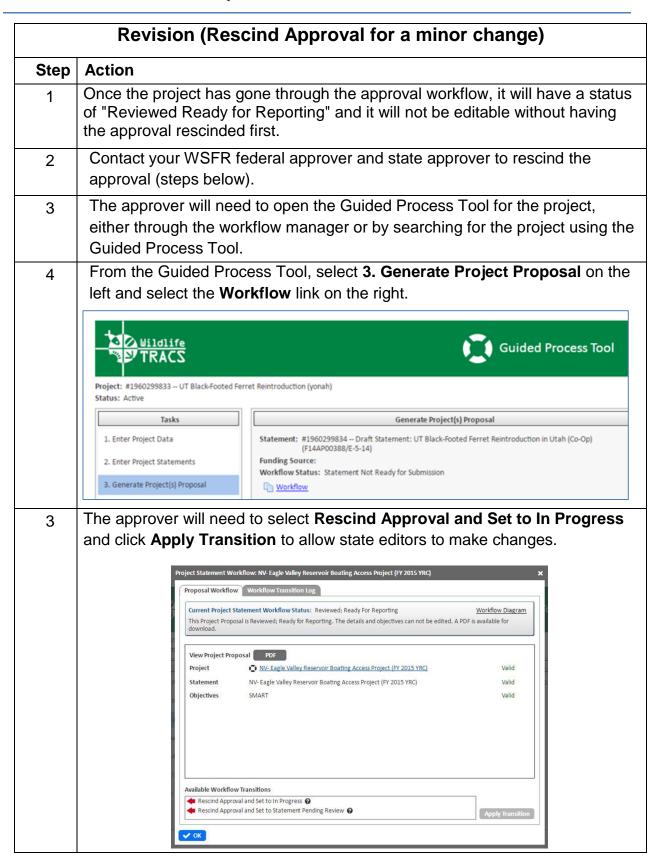


Lesson 17 Revisions and Amendments		
Step	Action	
	Once the <b>project statement/proposal</b> has gone through the approval workflow, most of the data in the project statement is no longer editable unless you go through the revision or amendment process.	
	A <u>revision</u> is used for minor edits the original project proposal during the approval process (the approval is rescinded, changes are made to the original project and it is sent back through the approval workflow)	
	If a project was entered into TRACS and has a formal grant amendment afterwards, then the <b>amendment</b> needs to be entered into TRACS as a new draft.	
	Important Note: Enter the project in its current version. In other words, if the original project (un-amended) was already entered into TRACS, then enter an amendment as a New Draft and send it back through the approval process. If the original project was not entered into TRACS, you do NOT need to enter both versions into TRACS; instead simply enter the current version.	
	If a revision or amendment was not needed and there are changes or deviations in the work that was reported, these are documented in the <b>Significant Deviations</b> on the results form for the action.	
	Note: If the Final Performance Report has been submitted for review or approval, much of the data in the project is no longer editable unless the federal approver selects "Do Not Approve" or rescinds the approval of the final report. They may need to rescind approval on both the Performance Report workflow and Project Proposal workflow forms.	







### **Amendment (New Draft to Enter a Formal Amendment) Action** Step If a project was entered into TRACS and has a formal grant amendment afterwards, then the amendment needs to be entered into TRACS. To create an amendment, open the Guided Process Tool to Step 2 Enter **Project Statements** and select **Create New Draft** on the right side. **Important Tip:** If the Create New Draft button is grayed out, check that the project status is active and check that the Funding Source is associated with the project! Guided Process Tool Project: #1960282898 -- WA - Trout Hatchery Stocking and Operations - Multi Year Project FY 2014-2016 (WD123456) Status: Active + Start New Project Statement Statement: #1960282900 -- Approved Statement: WA - Trout Hatchery Stocking and Operations - FY 2014 (F12345678) 2. Enter Project Statements Version: Version 1 (Approved) 3. Generate Project(s) Proposal Workflow Status: WSFR Reviewed; Ready for Reporting 4. Associate Funding Source Has Been Addressed: No View/Edit Statement Properties 5. Enter Action Data Wiew/Edit Statement Objectives (4) Create New Draft Select the reason for the amendment by checking the box by **Change in** 4 Length, Change in Estimated Cost and/or Change in Scope. NOTE: A change in estimated cost alone does not require a new amendment. Click Create New Draft. Are you sure you want to create a new draft of this project statement? Objectives from this statement cannot be addressed until the new draft is approved by WSFR. Which of the following describe this revision? You may select one or more of the following types: Change In Length The time period for completing the stated objectives has changed. The deadline for objective indicators should be updated to reflect a new time frame. ✓ Change In Estimated Cost An increase or decrease in estimated funds requires a revision to the award. The Total Estimated WSFR Federal Cost, Total Estimated Non-Federal Match, or Total Estimated Other Cost amounts should be updated accordingly. Change In Scope The scope of the project statement has changed. Changes may include updates to objectives, indicators, location, project leader, or other critical elements.



Step	Action
5	Make any necessary changes and save. (Tip: Additional information about the amendment can be documented on the <b>Scope Deviations</b> tab on the Project Statement form).
	The new draft version will replace the original version. The new draft is a copy of the original project statement, with the version number and reason listed on the right side.
	Wildlife Froject: #1960282898 WA - Trout Hatchery Stocking and Operations - Multi Year Project FY 2014-2016 (WD123456)  Status: Active
	Tasks Enter Project Statements
	1. Enter Project Data + Start New Project Statement
	2. Enter Project Statements  Statement: #1960282900 Draft Statement: WA - Trout Hatchery Stocking and Operations - FY 2014 (F12345678)  Version: Version: Change In Cost, Change In Scope
	3. Generate Project(s) Proposal  Funding Source: F14AP00095  Workflow Status: Statement Not Ready for Submission
	4. Associate Funding Source  Valid: Yes Has Been Addressed: No  View/Edit Statement Properties  View/Edit Statement Objectives (4)
6	The New Draft will need to be sent through the approval workflow again.  Once approved, the new draft will be the approved version and the old version will be archived behind the scenes.